

**St. James School Council**

**SCHOOL COUNCIL MEETING AGENDA**

Date: January 11, 2023

Start Time: 7:00 pm End Time:

**Location: St. James Parish Office Conference Room**

**ROLES**

**Attendees:** Mike Kendrick (Principal), Elizabeth Berger (President), Abbie Gutzmer (Vice President), Cathy AVECILLA, Meghan Callero, Bryan Falato, Jim Kestler, Megan Leahy, Tammy Walberg

**Absent:**

**Guests:** Emily Hill

**Visitors:**

**Facilitator:** Elizabeth Berger

**Note Keeper:** Abbie Gutzmer

**Monthly Meeting Host:** Elizabeth Berger

**Timekeeper:** Emily Hill

**MEETING OBJECTIVES:**

- Meeting Start Time: 7:12PM
- Approval of Minutes from December 14, 2022
- Principal Update
- Marketing Update
- FSA Update
- Finance Updates
- Athletics Update
- New & Old Business

**To Prepare for today's meeting, Please:**

- Read this agenda
- Read Bring a Notebook and questions.
- You may bring a Laptop or iPad

**Schedule** 90 minutes

<b>Time</b>	<b>Min.</b>	<b>Activity</b>
7:00 pm - 7:05 pm	5	<b>Objective 1</b> - Opening Prayer & Approval of the Minutes <ol style="list-style-type: none"><li>1. Opening Prayer</li><li>2. Welcome visitors &amp; guests</li><li>3. Approval of the Minutes</li></ol> <p>Notes:</p> <ul style="list-style-type: none"><li>● Cathy AVECILLA motioned to approve December minutes<ul style="list-style-type: none"><li>○ Bryan Falato seconds the motion</li></ul></li></ul>

<p>7:05 pm - 7:20 pm</p>	<p>15</p>	<p><b>Objective 2 - Principal Update</b></p> <ol style="list-style-type: none"> <li>1. Mid Term Tri 2 This Friday (Halfway point of school year)</li> <li>2. iReady winter diagnostic is happening Jan 17-20</li> <li>3. Open House, Enrollment, CSW (Jan 29 - Feb 3) all picking up steam       <ol style="list-style-type: none"> <li>a. CSW info going out this Thursday to parents.</li> </ol> </li> <li>4. Initial plans for next year beginning to be worked on       <ol style="list-style-type: none"> <li>a. Calendar</li> <li>b. Budgeting</li> <li>c. Resigning teacher &amp; prepping for hiring season</li> <li>d. Looking at workaround the building that needs to be completed for new programs/spaces next school year</li> </ol> </li> </ol> <p>Notes:</p> <ul style="list-style-type: none"> <li>● Winter Break for the 23-24 school year is penciled in to be right before Christmas to the week after New Years</li> <li>● Fall iReady scores       <ul style="list-style-type: none"> <li>○ Will come with the winter scores</li> <li>○ Sending the fall ones out really serves no purpose           <ul style="list-style-type: none"> <li>■ Do not see any growth in the fall</li> <li>■ Summer slide is very possible</li> </ul> </li> </ul> </li> <li>● Enrollment is open for current families       <ul style="list-style-type: none"> <li>○ Extra \$50 savings (per student) for registration prior to Open House</li> </ul> </li> <li>● New families are continuing to seek out tours and students shadowing on a regular basis.       <ul style="list-style-type: none"> <li>○ Enrollment should be relatively close, if not better, than years in the past.</li> </ul> </li> <li>● Catholic Schools week memo going out Thursday 1/12</li> <li>● O'Brien Room is projected to be ready to go for the start of the 23-24 school year.       <ul style="list-style-type: none"> <li>○ Anticipated that the room will be used all day every day</li> </ul> </li> <li>● Budget items       <ul style="list-style-type: none"> <li>○ Have your fixed yearly amounts           <ul style="list-style-type: none"> <li>■ Salaries               <ul style="list-style-type: none"> <li>● Can vary based on needs of the students</li> </ul> </li> <li>■ Teacher allotments for professional development/personal growth</li> <li>■ Any extra money is tried to be geared to curriculum and different building initiatives</li> </ul> </li> </ul> </li> </ul>
<p>7:20 pm- 7:30 pm</p>	<p>10</p>	<p><b>Objective 3 - Marketing Update</b></p> <ol style="list-style-type: none"> <li>1. Open House Jan. 29 (11am Mass. Tours 12:30-2pm)</li> </ol>

		<ul style="list-style-type: none"> <li>a. 11 tours signed up already</li> <li>b. Advertising avenues: Social media, website, SJ bulletin, 4 area park dist. winter brochures, outdoor banners, yard signs</li> <li>c. Would love help distributing yard signs</li> <li>d. Need tour family volunteers. Please email Melissa (<a href="mailto:marketing@stjameschoolah.org">marketing@stjameschoolah.org</a>) if you are available</li> <li>e. Getting more kids in the JH classrooms</li> </ul> <ol style="list-style-type: none"> <li>2. Registration for SJ families open now. Fees go up Jan. 29</li> <li>3. Registration for the public opens Jan. 29</li> <li>4. New recruitment folders coming for OH and private tours</li> <li>5. Window case advertising at AHML for the month of Feb.</li> <li>6. 1st Smore teacher newsletters live on Bulldog Bulletin Thursday</li> <li>7. AHML PreK night Jan. 18, 7-8:30pm <ul style="list-style-type: none"> <li>a. New PreK 3 options - MWF ½, Full Day and M-F ½, Full Day</li> </ul> </li> </ol> <p>Notes:</p> <ul style="list-style-type: none"> <li>• For open house - finding ways to get more students to find their way to the Junior High classrooms during Open House. <ul style="list-style-type: none"> <li>○ Currently teachers have nothing formal to work off of but trying to find the more “hands on/active” activities to highlight and discuss.</li> <li>○ Powerpoint or handout for what is happening in those upper grades</li> </ul> </li> <li>• Smore teacher newsletters will all be linked to each newsletters <ul style="list-style-type: none"> <li>○ You can bookmark and it will automatically update when the newsletter is updated</li> </ul> </li> </ul>
7:30 pm-7:40 pm	10	<p><b>Objective 4 - FSA Update</b></p> <ol style="list-style-type: none"> <li>1. 7th/8th Grade Open Gym was successful - we had a small but active group and they had a lot of fun. We’ve had requests to do another, so we are looking at the calendar (wish us luck! HA!)</li> <li>2. Variety Show forms are due tomorrow</li> <li>3. New Library Furniture has been picked and will be officially ordered tomorrow.</li> <li>4. Outdoor Garbage Can for the canopy has also been ordered</li> <li>5. Catholic Schools Week is coming up and we have gifts planned for each school family and treats for the kids</li> <li>6. Special Lunch 2/3 - Jimmy Johns</li> <li>7. Daddy Daughter Ball 2/10</li> <li>8. Mother/Son event 3/5</li> <li>9. We have a treasurer and VP for next year to fill roles for Carrie and Julie as they roll off!</li> </ol>

		<p>10. FSA Budget is on the website - we have \$33,500 specifically budgeted for teacher appreciation and gifts</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>● The open gym was to give the JH students an opportunity to socialize <ul style="list-style-type: none"> <li>○ Only two “formal” dances this year so this was something to “fill in the blanks”</li> </ul> </li> <li>● All new furniture for the students in the library and a large garbage can for outside the building at the canopy.</li> <li>● Daddy/Daughter Dance is getting “churched up.” <ul style="list-style-type: none"> <li>○ Getting fancy</li> </ul> </li> </ul>
7:40 pm- 7:50 pm	10	<p><b>Objective 5 - Finance Update</b></p> <ol style="list-style-type: none"> <li>1. Budgeting for the 23-24 school year will begin after we return from Christmas break</li> </ol> <p>Notes:</p> <ul style="list-style-type: none"> <li>● Financially we are still doing well.</li> </ul>
7:50 pm- 8:00 pm	10	<p><b>Objective 6 - Athletics Update</b></p> <ol style="list-style-type: none"> <li>1. Boys basketball <ol style="list-style-type: none"> <li>a. 8th grade 3-2 in conference</li> <li>b. 7th grade 2 teams, overall 6-2-2 in conference</li> <li>c. 6th grade 2 teams, overall 5-3-1 in conference</li> <li>d. 5th grade 3 teams; overall about 9-9 in conference</li> <li>e. Season ends Feb. 4 with playoffs for 7th &amp; 8th grade Feb. 6-12</li> </ol> </li> <li>2. Girls basketball <ol style="list-style-type: none"> <li>a. 8th grade 2-0 in conference</li> <li>b. 7th grade 5-0 in conference</li> <li>c. 6th grade 2 teams; overall 7-0 in conference</li> <li>d. 5th grade 2 teams; overall 10-0 in conference I believe</li> <li>e. Season end Feb. 4 for 5th grade; Feb. 15 for 6th-8th; playoffs for 7th &amp; 8th Feb. 20-26</li> </ol> </li> <li>3. Spring sports <ol style="list-style-type: none"> <li>a. Registration will open around Jan. 18</li> <li>b. Track will start Feb. 27</li> <li>c. Boys volleyball will start Feb. 14</li> <li>d. NWCC will have girls softball; we hope to get enough SJS players to field one or two teams.</li> <li>e. NWCC is looking to start a co-ed kickball program this spring. We will be surveying SJS parents to determine how much interest we have.</li> </ol> </li> </ol> <p>Notes:</p>

<p>8:00 pm- 8:15 pm</p>	<p>15</p>	<p><b>Objective 7 - New &amp; Old Business</b></p> <ol style="list-style-type: none"> <li>1. <b>New Business</b> <ol style="list-style-type: none"> <li>a. Choir Update</li> <li>b. What Professional Development/training is offered for non certified teaching staff?</li> <li>c. <a href="#">Continuous Improvement Survey</a> <ol style="list-style-type: none"> <li>i. <a href="#">2020 Survey Structure</a></li> <li>ii. <a href="#">2020 Survey Raw Data</a></li> </ol> </li> <li>d. iReady? Fall and Winter results?</li> </ol> </li> </ol> <p>Notes:</p> <ul style="list-style-type: none"> <li>● Chorus is still a work in progress</li> <li>● Non - Certified teaching staff (about 5 teachers) <ul style="list-style-type: none"> <li>○ New Teacher program (2 years) work with a partner (veteran) teacher</li> <li>○ Coaching cycles <ul style="list-style-type: none"> <li>■ Targeted intervention</li> <li>■ Help with curriculum mapping</li> </ul> </li> <li>○ Teachers in general are getting opportunities to work with their teams, with social workers, with admin, etc...to work not only on curriculum but Tier 1 or 2 interventions and SEL strategies</li> </ul> </li> <li>● Collaboration with other schools to develop curriculum? <ul style="list-style-type: none"> <li>○ Even consider collaboration with the high school in which our students feed.</li> </ul> </li> </ul> <ol style="list-style-type: none"> <li>2. <b>Old Business</b></li> </ol> <p>Notes:</p> <ul style="list-style-type: none"> <li>●</li> </ul>
<p>8:15 pm- 8:25 pm</p>	<p>10</p>	<p><b>Objective 8 - Closing Prayer, Next Steps,</b></p> <ol style="list-style-type: none"> <li>1. Closing Prayer</li> <li>2. Next Steps <ol style="list-style-type: none"> <li>a. Next Meeting February 8, 7:00 pm</li> <li>b. Next Meeting Host:</li> <li>c. Next Meeting Timekeeper:</li> <li>d.</li> </ol> </li> <li>3. Closing of the meeting <ol style="list-style-type: none"> <li>a. The meeting adjourned at: 8:42PM <ol style="list-style-type: none"> <li>i. Motion made by Bryan Falato</li> <li>ii. Seconded by Cathy Acevilla</li> </ol> </li> </ol> </li> </ol> <p>Notes:</p>